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**Guidance on Registered Nursing Transfer and Career Advice/CPD planning**

**Introduction**

East London Foundation Trust wishes to give registered nurses at Band 5 and Band 6 the opportunity to seek different Career opportunities to laterally transfer to a new speciality within the organization across the different sites. We will also be taking the opportunity to offer careers advice to compliment this new service with a senior nurse.

The aim of this new programme will be to retain valued staff within the organisation through a seamless process.

* Communicate all in house opportunities ahead of staff getting ‘Itchy feet’ to leave
* Provide bespoke clinical skills courses to support and develop nurses, maximising career opportunities with a senior nurse.
* Stem flow of leavers
* Improve job satisfaction
* Raise Morale, confidence

In addition, duplicated efforts from all parties normally involved in a recruitment process will be eliminated in most cases or reduced (depending on speciality) and instead replaced with a streamlined and seamless process.

**Internal Transfer**

In-line with the Trust’s Recruitment and Selection Policy and Procedure and Diversity, Equality and Human Rights policy, staff who apply for transfer should be treated equally and sensitively and with due regard to the relevant employment legislation in place.

**Eligible Criteria**

The transfer register is open to Band 5 and Band 6 registered nursing staff (excluding preceptorship) that:

- Want to stay at grade and take a sideways transfer internally.

* Are an employee of the Trust and have been for 9 months minimum;
* Have a recent appraisal (Within the last 12 months);
* Have agreement, approval and support from current Department Manager, Lead Nurse or Matron
* Have an appraisal rating of 3

Where a nurse is currently under formal investigation under any of the Trust policies (for any matter including conduct, capability, attendance or performance), an application should not be supported, unless the reasons are authorised by the Lead Nurse along with HRBP support. In this situation, the Matron should complete the manager authorisation section of the application form (Section D).

**Transfer Register**

**Expression of interest application form**

The expression of interest application form to request a lateral transfer is accessible on intranet or from the Redeployment and Careers Adviser. For further information on the process please contact elft.hr@nhs.net.

In order for a transfer to be considered all fields of the application form need to be completed by both the nurse and Department Manager/Matron which has been discussed with the Matron. The form will be retained on the nurses’ personal file. It is recommended that the nurse keeps a copy of the form for reference purposes.

Nurses are required to complete section A, B and C of the form and select up to 3 possible area(s) to transfer over to. If the Nurse has any working restrictions such as set working days/shift patterns etc. then this should be clearly stated on the application form. Section D of the form should then be completed by the nurses Department Manager/Matron. If the Department Manager/Matron is unavailable, the Matron should authorise the form. Once completed, the form should be submitted to the Redeployment and Careers Adviser on email [elft.hr@nhs.net](mailto:elft.hr@nhs.net). Applications will not be accepted if the form is incomplete and/or the Department Manager/Matron has not completed Section D of the form.

To ensure that the process runs seamlessly and smoothly, the application should be authorised by the sister / charge nurse within a 7 day timeframe from receipt of form.

It is the responsibility of the Sister/Charge Nurse to inform the Redeployment and Careers Adviser should any of the information originally stated on the form changes.

**Consideration of Requests**

The Redeployment and Careers Adviser will register all completed applications received and acknowledge receipt of the form with the staff nurse. It is strongly advised and unduly encouraged that the nurse works a bank shift in the interested area prior to or post application.

**Bank shifts**

Before a transfer is considered or agreed, bank shifts should be considered by both the nurse looking to transfer and the prospective Department Manager/Matron. **Please note some areas may not allow bank shifts to be booked due to their nature.** In this situation it is highly recommended you have a discussion with the prospective Department Manager/Matron about the role and the expectations of the nurse.

Working bank shifts on a desired department/speciality will allow nurses to preview the speciality, whilst receiving pay, before committing to a transfer. This will ensure that expectations are met by both the nurse and the Department Manager/Matron. The bank ‘taster opportunity’ will be valuable and beneficial to the nurse, Department Manager/Matron and the Department in order to:

* Understand the interested specialty requirement
* Enhance skills in a different specialty
* Bring theory to life and clarify possible job aspirations allowing them to reflect on

career path and desired route for them

* Receive payment for shift
* Introduction to team to assess suitability
* Aid career development

Department Manager/ Matron and/or Department/Trust because:

* Informal introduction to team to assess team fit
* Reduce agency usage/department spend
* Assess prospective nurses competencies and plan objectives
* Consistency with patient care as the nurse is aware of Trust values and practices
* Bank shifts can serve as an indirect advert for vacant areas in any speciality
* Known/familiar nurses recruited to a ward are likely to stay because they have a better

understanding of the requirement and area of work.

* Improve staff retention

Nurses can continue to work bank shifts in a preferred area prior to applying for an internal transfer.

***Please note that the transfer process is separate to the redeployment process. Staff on the redeployment register should contact their HR Advisor or the Redeployment and Careers Adviser.***

**Vacant area of interest**

*Redeployment and Careers Adviser*may facilitate a meeting between the nurse and the potential manager regarding the request to transfer. If deemed necessary a further meeting may be arranged with the department manager/Matron with the information sent to the Director of Nursing.

Where individuals have specific preferences relating to working hours/shift patterns they should be aware that this might limit their chances of a transfer. The transfer register will be reviewed regularly by Redeployment and Careers Adviserto ensure that staff will not remain on the register unnecessarily, if it is unlikely that their requested hours/shift pattern will be accommodated.

**No vacancies in the area of interest**

If the area(s)/department(s) of preference do not have a vacancy at the time of submission, then the application will be recorded on the transfer list for a maximum of 6 months. The Nurse however can amend his/her area/department of interest to vacant areas/departments that have a live vacancy at the time of submission. All nurses registered will be carefully considered equally at the time the vacancy arises, regardless of the date the nurse was recorded on the register, providing it is within six months.

The meeting will be documented using the Meeting Record form and the Internal Transfer agreement form. Once complete, the documented paperwork should be sent to the Redeployment and Careers Adviser.

**Agreed Transfer**

The Department Manager/Matron will feedback to the nurse, informing them of the outcome following the meeting.

The existing Department Manager/Matron and prospective Department Manager/Matron will also discuss the outcome of the meeting together and help to facilitate the transfer to ensure that it is streamlined where possible and agreeing an initial start date for the transfer to be completed. This is then sent to the Redeployment and Careers Advisor i**n writing** to be processed.

The existing Department Manager/Matron can also explore the transfer register at this point, should there be a prospective nurse recorded on the register and interested in a transfer. If there is a match, to shorten any potential vacancy gap, the transfer process should then be followed.

**Employment Checks**

As the nurses are existing employees, pre-employment checks will be minimal to avoid duplicating data.

An Occupational Health re-check is not required unless it is deemed necessary due to a change in the role. A DBS re-check is not required unless there was a change to the level of the check required from the previous post as a result of moving areas.

Transfer dates should not be agreed until the outcome of the DBS is confirmed if applicable.

**Confirming Transfer date**

Transfer dates must be agreed by all parties involved. The agreed date will need to be in line with the service needs for both areas. Staff should be released in a timely manner where possible, but in any event no later than an 8 week timescale from the date the transfer had been initially agreed.

**Actioning a Request**

The Redeployment and Careers Adviser will amend the nurses ESR record together to ensure that the budget statements are correct. The transfer meeting checklist form will need to be completed by both the existing Department Manager/Matron and prospective Department Manager/Matron and send to the Redeployment and Careers Adviser.

**Maintaining the Transfer Register**

To ensure that the transfer process runs smoothly, the register will be updated by the Redeployment and Careers Adviser frequently. The team have the access to make changes to the register.

When a vacancy arises, the Redeployment and Careers Adviser is responsible for checking the transfer register prior to advertising a campaign externally. The vacancy following a transfer could be filled by another nurse requesting a transfer. Moreover, the principle behind this will allow Department Managers and Matrons to forecast their future requirements to ensure that nurses interested in transferring to a specific area transferred quickly where possible to shorten any vacancy gap.

**Career and CPD Planning Service**

The internal transfer process may run in parallel with a career and CPD planning service led by the Nursing and Midwifery Council (NMC) education team. This service will allow registered staff interested in moving laterally within the trust to review their current skills/knowledge and CPD portfolio against person specifications/job descriptions of posts they are interested in moving to. The service will be able to recommend educational opportunities that will support the potential lateral transfer benefitting both the individual and the new clinical area.

Staff can also be referred to the service by any of the senior nurses involved at any stage of the transfer process if there are deficits noted that could impact on a smooth transition and be resolved through further education or training.

A career and CPD planning service fits with the trust vision that nursing and midwifery career pathways should be underpinned by high quality education and training. It will also provide valuable professional support in CPD planning that has been highlighted as integral to post-registration career development and staff satisfaction.

**The transfer process is part of a pilot study for 12 months and subject to ongoing review by the Workforce Committee.**